



## PLACER COUNTY PLANNING DEPARTMENT

Reserved for Date Stamp

### AUBURN OFFICE

11414 B Avenue

Auburn, CA 95603

530-889-7470 /FAX 530-889-7499

Web page: [www.placer.ca.gov/planning](http://www.placer.ca.gov/planning) Email : [planning@placer.ca.gov](mailto:planning@placer.ca.gov)

### TAHOE OFFICE

565 W. Lake Blvd./P. O. Box 1909

Tahoe City CA 96145

530-581-6213 /FAX 530-581-6282

## DESIGN/SITE REVIEW APPLICATION

### --FOR PLANNING DEPARTMENT USE ONLY--

Fee: \$ \_\_\_\_\_ Type: \_\_\_\_\_ Other Rqd Permits: CUP-\_\_\_\_\_ VAA-\_\_\_\_\_ Previous DSA-\_\_\_\_\_

Receipt #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Application #DSA-\_\_\_\_\_

**THE DESIGN REVIEW IS VALID FOR 24 MONTHS (UNLESS IT IS STATED OTHERWISE) OR IT IS EXERCISED BY ACTUAL CONSTRUCTION ONSITE. EXTENSIONS OF TIME MAY BE GRANTED FOR NO MORE THAN A TOTAL OF THREE YEARS AS PROVIDED BY SECTION 20.160(C) OF THE ZONING ORDINANCE. APPLICANT MUST APPLY PRIOR TO THE EXPIRATION DATE.**

**TO BE COMPLETED BY THE APPLICANT**

1. Name of project \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_

2. Applicant's name and address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Contractor's name and address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

4. Landscape designer's name and address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Architect's name and address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

6. Development proposed (include uses, building size, improvements, remodel, etc) \_\_\_\_\_

7. Number of required parking spaces \_\_\_\_\_ Number of proposed parking spaces \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**DESIGN REVIEW APPLICATION PURPOSE AND PROCEDURE (Chapter 30, Section 5.550, et seq., Placer County Zoning Ordinance)**

Design Review is an administrative review by the Planning Director and/or local design review committees. It is required for development projects on all properties having a “Dc” (Design Scenic Corridor), “Dh” (Design Historic), “Ds” (Design Sierra) designation, within General Plan/Community Plan areas, or by conditions of a Conditional or Minor Use Permit.

All projects in the “Dc” designation will be evaluated against the criteria established in the Placer County Design Guidelines Manual. Projects that do not follow the guidelines will be subject to a higher level of discretion by staff. Placer County encourages applicants to exceed the criteria established in the guidelines with individual projects.

Upon submission of a completed application, the staff Design/Site Review Committee (Planning Director) will review the application per the provisions of Section 5.550, et seq., Placer County Zoning Ordinance.

Within 30 calendar days of the acceptance of a complete application, the Planning Director shall decide whether or not the application conforms to the provisions of this section and shall approve or disapprove the application accordingly (Section 5.550 further prescribes additional requirements).

**FILING INSTRUCTIONS – DESIGN/SITE REVIEW**

To expedite issuance of a Design Review approval, the applicant is required to submit the following along with one copy of the Initial Project Application and Exemption Verification Form: (All maps shall be to scale & **folded** to no larger than 8-1/2” x 11”)

1. Ten (10) copies of the site plan which shows the following:

- a. Lot location (name of roads, distance from and name of nearest intersecting road, landmarks, etc.);
- b. Lot dimensions, driveway width, parking space size and building size;
- c. Location of and use of existing and proposed structures on the property;
- d. Setbacks from property lines of all buildings, signs, fences, etc;
- e. North arrow and scale;
- f. Existing and proposed contours;
- g. Existing and proposed grading;
- h. Methods of access to nearest road;
- i. Pavement widths;
- j. Off-street parking design;
- k. Transformer locations;
- l. Easements;
- m. Accurately plot, label and show exact location of the base and driplines of all protected trees (native trees 6” dbh or greater, or multi-trunk trees 10” dph or greater) within 50’ of any development activity (e.g.: proposed structures, driveways, cuts/fills, underground utilities, etc.) pursuant to Placer County Code, Chapter 36 (Tree Ordinance).

**NOTE:** A tree survey prepared by an I.S.A. certified arborist may be required. Verify with the Planning Department prior to submittal of this application.

- n. Existing rock outcrops, riparian areas or other natural features;
  - o. Location of freestanding lights; and
  - p. Building envelopes.
2. Ten (10) copies of the exterior building elevations of all sides of proposed building. Show proposed and/or existing exterior finish of all structures, including all colors proposed for trim, walls, roofing, windows, doors, mechanical equipment, lights, etc.
3. Ten (10) copies of proposed fences and walls (show height and material(s). Include trash enclosure location(s), materials, and height (may be included in elevation drawings).
4. Ten (10) copies of the landscape plan (see Landscape Design Guidelines)—include size, planting notes, botanical and common names, spacing and number of all plant materials. All landscape plans should be prepared by a registered landscape architect or an approved landscape designer.
5. Vicinity map which shows the location of the subject property in relation to existing County roads and adjacent properties sufficient to identify the property in the field for someone unfamiliar with the area. The distance to the closest intersection of County roads should be shown to the nearest 1/10<sup>th</sup> of a mile.

In addition to the above information, the following is typically required prior to Design Review approval:

1. Complete irrigation plans.
2. Exterior lighting – for freestanding lights, indicate location, height, wattage, type of fixture and materials; for building lights indicate the location and type of fixture.
3. Size, location, style, colors, materials and type of illumination of all signs existing and proposed on the property.
4. Approval by P.G. & E. of Site Plan showing transformer location (Item # 1 [k] above).

5. The relationship of proposed building(s) to all other structures within 100 feet and their height.
6. Roof Plan showing roof slope & materials, general size and location of all mechanical equipment and vents, ducts, and other roof mounted items.
7. Other pertinent information as required by the Design/Site Review Committee.
8. If any of this information is not available or will be developed at a later date, please inquire at the Planning Department about a later submittal of such information.